

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF THE MEETING OF THE
LIBRARY BOARD OF TRUSTEES**

Day: Thursday
Date: October 10, 2024
Time: Beginning at 5:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 E. William St.
Carson City, NV 89701

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Library Board of Trustees meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

NOTICE TO PUBLIC:

The public may provide public comment in advance of a meeting by written submission to the following email address: jholt@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

Notice to persons with disabilities: Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please notify the Carson City Library Administrative office in advance so that arrangements may be made. Requests may be made in writing and addressed to the office at 900 N. Roop St., Carson City NV 89701, or by calling 775-887-2244, ext. 7554.

Agenda Management Notice: Below is an agenda of all items scheduled to be considered. Notice is hereby provided that items on the agenda may be taken out of order, two or more agenda items may be combined for consideration and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

I. Call to Order - Roll Call

II. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board’s agenda for a future meeting. No action may be taken on a matter

raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

III. FOR POSSIBLE ACTION – Approval of minutes of previous meeting (September 12, 2024).

III.a FOR POSSIBLE ACTION – Approval of minutes of previous meetings (September 12, 2024)

[Click Here for Staff Report](#)

IV. INFORMATION ONLY - Library Director representative administrative reports

IV.a FOR DISCUSSION ONLY: Discussion and presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for October 2024, and updates on Carson City Library administrative activities since the previous reports.

[Click Here for Staff Report](#)

IV.b FOR DISCUSSION ONLY: Discussion and presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for September 2024, and updates on Carson City Library administrative activities since the previous reports.

[Click Here for Staff Report](#)

V. INFORMATION ONLY - Board Members’™ announcements & request for information.

VI. Public Comment

Members of the public who wish to address the Library Board of Trustees may come forward and speak on any topic that is relevant to or within the authority of the Library Board. The Board respects the right of citizens to present differing opinions and views. Comments may be limited to three minutes per person. If you believe your item requires extended discussion or action, you may ask a member of the Board to place it on the Board’s™ agenda for a future meeting. No action may be taken on a matter raised under this item of the agenda unless the matter is noticed on a Board agenda as an item on which action may be taken. In accordance with the Open Meeting Law, the Chairperson may prohibit public comment if the person speaking is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

VII. FOR POSSIBLE ACTION –“ Adjournment

*Copies of the reference material and any additional supporting material will be made available at the Carson City Library, located at 900 N. Roop St., Carson City, NV 89701 or by contacting Joy Holt, Library Director at 775- 283-7554 or jholt@carson.org. Copies of any such materials will also be made available at the meeting site. **In accordance with NRS 241.020, this agenda has been posted before

9:00 a.m. three working days before the day of the meeting at the following locations: Carson City Library, 900 N. Roop St., Carson City, NV 89701 Carson City Library Website: <http://www.carsoncitylibrary.org/about/board/meetings-and-notices> Nevada Public Notice Website: notice.nv.gov.



STAFF REPORT

Report To:

Meeting Date:

October 10, 2024

Staff Contact:

Agenda Title: FOR POSSIBLE ACTION – Approval of minutes of previous meetings (September 12, 2024)

Agenda Action: Formal Action / Motion **Time Requested:**

Proposed Motion

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[09-12-2024 Draft Minutes.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
September 12, 2024 Regular Meeting
Page 1**

A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Thursday, September 12, 2024 in the Carson City Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada 89701.

PRESENT: Chairperson Sarena Nichols
Vice Chair Beth Lucas
Trustee Deborah Case
Trustee Elizabeth Markle
Trustee Jonathon Olivas

STAFF: Mihaela Neagos, Deputy District Attorney
Joy Holt, Library Director
Briana Munoz, Public Meetings Clerk

NOTE: A recording of these proceedings, the Library Board’s agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are available for review, in the Public Meetings Division of the Carson City Clerk’s Office, during regular business hours. For minutes and audio recordings of this Board’s meetings, please visit <https://www.carson.org/government/city-meetings>.

I. CALL TO ORDER - ROLL CALL

(5:31:19) – Chairperson Nichols called the meeting to order at 5:31 p.m. Roll was called; a quorum was present.

II. PUBLIC COMMENT

(5:32:09) – Chairperson Nichols entertained public comments; however, none were forthcoming.

III. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING

III.a. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (August 8, 2024)

(5:32:31) – Chair Nichols introduced the item and entertained changes, comments, and/or a motion.

(5:32:41) – **MOTION: Trustee Case moved to approve the August 8, 2024 meeting minutes as presented. Vice Chair Olivas seconded the motion. The motion carried 5-0-0.**

IV. FOR POSSIBLE ACTION - LIBRARY BOARD OF TRUSTEES BUSINESS

IV.a FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING THE 2025-2030 STRATEGIC PLAN OF THE CARSON CITY LIBRARY.

(5:33:19) – Chairperson Nichols introduced the item. Ms. Holt referenced the Staff Report, which is incorporated into the record.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

**Draft Minutes of the
September 12, 2024 Regular Meeting
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(5:33:53) – Ms. Holt explained that the Library is required by NRS 379.003 to have a five-year strategic plan to meet Public Library Standards. She highlighted that the process began in 2019 with the University of Reno’s Center for Economic Development (UCED) and Dr. Fred Steinmann. She noted that the plan was slightly behind schedule but the Library was still up to date with state-required updates. Ms. Holt noted that she had been in contact with Dr. Steinmann who was currently on medical leave but would be available for discussion in November 2024. She noted that the project budget could accommodate the estimated cost.

(5:40:38) – Ms. Holt explained that the Board would have to decide whether to continue working with UCED, seek quotes from other organizations, or draft the plan internally, noting that the last option could be time consuming due to staff shortages. She added that she appreciated working with Dr. Steinmann and the use of data provided through UCED.

(5:41:57) – Vice Chair Lucas expressed concerns with creating a plan internally due to continuous staff shortages and the potential strain it could place on employees. She recommended hiring a consultant to assist with the strategic plan. In response to Vice Chair Lucas’ question, Ms. Holt explained that the strategic plan would include a timeline for a span of five years and would be updated every two years. Vice Chair Lucas asked about potential cost increases and how it would be covered. Ms. Holt clarified that the cost would be covered in one budget rather than progressing over five years.

(5:45:09) – Chairperson Nichols asked about the possibility of receiving a quote from Dr. Steinmann and Ms. Holt noted that Dr. Steinmann was currently on medical leave but would reach out when he returned. Ms. Holt responded to clarifying questions regarding requests for proposals from other companies.

(5:46:59) – In response to Trustee Case’s question, Ms. Holt noted that the \$30,000 grant was no longer available but funds were included in the budget. Trustee Markle expressed support for seeking alternative proposals. Ms. Holt went over the potential timeline, noting that a decision should be made by November 2024.

(5:49:43) – Vice Chair Lucas asked whether the proposals would include details on how the public would be surveyed. Ms. Holt stated that UCED had the most comprehensive plan among the quotes received in the past. Vice Chair Lucas shared concerns with biannual reporting due to the potential loss of staff engagement since annual processes provided staff development opportunities. Chairperson Nichols stated that reporting every two years would still allow staff to contribute. Vice Chair Lucas noted that annual processes provided opportunities for staff development. Ms. Holt agreed to ask staff members how they felt about the adjusted process.

(5:54:21) – Trustee Markle expressed appreciation for UCED’s efforts but noted that exploring other possibilities could be beneficial for community engagement. Vice Chair Lucas asked about the frequency of community surveys and Ms. Holt explained that surveys were conducted annually.

(5:56:49) – Trustee Case asked if the strategic plan involved evaluating the action plan. Ms. Holt explained that the action plan is annually adjusted to prioritize goals with programs. She offered to email the most recent update, noting there had been some miscommunication due to changes with staff.

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

September 12, 2024 Regular Meeting

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(5:58:48) – In response to Chair Nichols, Ms. Holt confirmed that Staff Development Days would continue with biannual reporting, which would focus on informal training and collaboration. Chairperson Nichols asked if Ms. Holt would prefer annual or biannual reporting and Ms. Holt said she preferred biannual as it would provide a larger timeframe for data collection and would show more obvious trends in community needs. Trustee Markle mentioned that the reporting process could be specified in a contract. Chairperson Nichols recommended asking consultants “what’s your process?” and “what is it that you can offer us?”

(6:08:43) – Trustee Markle noted that she would be interested in knowing what other libraries consultants had worked with. Ms. Holt agreed, adding that a consultant with experience only in larger systems would not be the best fit for the Library’s needs. Trustee Markle pointed out that consultants should understand local funding challenges. Ms. Holt discussed the challenges of seeking quotes from out-of-state consultants and the associated travel costs and outlined the Library’s funding options.

(6:18:33) – In response to Ms. Holt’s question, Ms. Neagos explained that a Request for Proposals (RFP) was optional for a budget between \$50,000 and \$100,000 and required if the budget was over \$100,000. Ms. Holt pointed out that a formal RFP was not required and that she would reach out for quotes.

(6:20:02) – Trustee Markle suggested that Ms. Holt provide vendors with background information on the City to avoid proposals that do not meet the community’s needs. Vice Chair Lucas suggested sharing the cost of the previous strategic plan with potential vendors and Ms. Holt noted that the previous plan was funded by a grant. Chair Nichols recommended providing limited information to potential vendors and Ms. Holt agreed.

(6:24:14) – MOTION: Trustee Olivas moved to direct Library Director Holt to solicit proposals to determine what the cost to formulate a 2025-2030 Strategic Plan for the Carson City Library. Trustee Markle seconded the motion. The motion carried 5-0-0.

V. INFORMATION ONLY - LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

V.a. DISCUSSION AND PRESENTATION OF ADMINISTRATIVE REPORTS OF LIBRARY DIRECTOR CONCERNING GENERAL FUND, GIFT FUND, GRANTS, STAFFING UPDATES, PROGRAMMING AND OUTREACH EVENTS FOR SEPTEMBER 2024, AND UPDATES ON CARSON CITY LIBRARY ADMINISTRATIVE ACTIVITIES SINCE THE PREVIOUS REPORTS.

(6:24:52) – Chair Nichols introduced the item. Ms. Holt referenced the Staff Report and General Fund Report, both of which are incorporated into the record. Ms. Holt provided an overview of the budget for contractual services.

(6:27:19) – Ms. Holt referenced the Gift Fund Report, which is incorporated into the record. She explained that the fund appeared over budget due to the augmentation process, which was not yet reflected. Ms. Holt provided the Director’s Report, which is incorporated into the record. Discussion ensued regarding the Library’s new study pods, which highlighted the need for a soundproof space for individuals to study.

(6:50:23) – Ms. Holt reminded Trustees about the Carson City Boonanza on October 24, 2024 and mentioned that

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)

Draft Minutes of the

September 12, 2024 Regular Meeting

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Trustees interested in volunteering at the Library's booth, which would be themed "Enchanted Forest," could let her know.

VI. INFORMATION ONLY - BOARD MEMBER ANNOUNCEMENTS & REQUESTS FOR INFORMATION

(6:51:43) – Chairperson Nichols introduced the item and entertained announcements and requests for information.

(6:51:58) – Trustee Markle announced an Author Talk event with Robert Drews on September 27, 2024 from 5:30 to 6:30 p.m. hosted by the Friends of the Library at Browsers Corner Bookstore.

(6:52:29) – Chair Nichols mentioned that she watched the August 15, 2024 Board of Supervisors (BOS) meeting online, adding that she was heartened to hear discussion regarding unhoused individuals and new laws that would affect them. Ms. Holt noted that Chief Criminal Deputy District Attorney Garrit Pruyt, who presented during the BOS meeting, would be in touch with her regarding the law and unattended belongings of unhoused individuals.

VII. PUBLIC COMMENT

(6:55:24) – Chairperson Nichols entertained public comments; however, none were forthcoming.

VIII. FOR POSSIBLE ACTION – ADJOURNMENT

(6:49:22) – Chairperson Nichols adjourned the meeting at 6:49 p.m.

The Minutes of the September 12, 2024 Carson City Library Board of Trustees meeting are so approved this 10th day of October 2024.



STAFF REPORT

Report To:

Meeting Date: October 10, 2024

Staff Contact:

Agenda Title: FOR DISCUSSION ONLY: Discussion and presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for October 2024, and updates on Carson City Library administrative activities since the previous reports.

Agenda Action: Formal Action / Motion **Time Requested:**

Proposed Motion

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[101 GENERAL BOARD REPORT_OCTOBER_2024.pdf](#)

[230 GIFT FUND REPORT_OCTOBER_2024.pdf](#)

[Library Director Report_10102024.pdf](#)

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY25**AS OF****10/3/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	163,330.37	0.00	854,611.63	16.05
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	12,923.10	0.00	47,076.90	21.54
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	836.34	0.00	-836.34	0.00
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	13,748.01	0.00	-13,748.01	0.00
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500111	OVERTIME	0.00	0.00	192.09	0.00	-192.09	0.00
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500116	HOLIDAY PAY	0.00	0.00	325.68	0.00	-325.68	0.00
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	3,821.94	0.00	33,178.06	10.33
1016200	500225	MEDICARE	15,544.00	15,544.00	2,760.84	0.00	12,783.16	17.76
1016200	500230	RETIREMENT	298,361.00	298,361.00	49,178.77	0.00	249,182.23	16.48
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	15,233.77	0.00	117,730.23	11.46
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	5,861.56	0.00	25,556.44	18.66
1016200	500260	EDUCATION INCENTIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
1016200	500271	PHONE ALLOWANCE	960.00	960.00	160.00	0.00	800.00	16.67
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	3,741.84	0.00	16,258.16	18.71
1016200	500330	TRAINING	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
1016200	500346	FACILITY CONTRACT	950.00	950.00	0.00	0.00	950.00	0.00
1016200	500349	CONTRACTUAL SERVICES	77,991.00	77,991.00	29,436.02	0.00	48,554.98	37.74
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	0.00	0.00	890.00	0.00
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	26,889.41	0.00	9,183.59	74.54
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	0.00	0.00	471.00	0.00
1016200	500444	OFFICE EQUIPMENT RENTAL	2,575.00	2,575.00	0.00	0.00	2,575.00	0.00
1016200	500540	PUBLICITY/SPECIAL EVENTS	5,640.00	5,640.00	1,286.80	0.00	4,353.20	22.82
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	391.33	0.00	4,608.67	7.83
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	442.08	0.00	1,057.92	29.47
1016200	500580	TRAVEL	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	1,712.98	0.00	6,287.02	21.41
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	793.93	0.00	11,206.07	6.62

101 GENERAL FUND FY25**AS OF****10/3/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	5,830.39	0.00	16,857.61	25.70
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	2,997.74	0.00	1,802.26	62.45
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	183,340.00	62,995.65	96,113.54	24,230.81	86.78
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	0.00	0.00	420.00	0.00
1016200	500675	SMALL FURNISHINGS	5,500.00	5,500.00	124.30	0.00	5,375.70	2.26
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500710	TELEPHONE	17,411.00	17,411.00	3,656.16	0.00	13,754.84	21.00
1016200	500712	POWER	23,000.00	23,000.00	6,668.94	0.00	16,331.06	29.00
1016200	500713	HEATING	10,730.00	10,730.00	123.51	0.00	10,606.49	1.15
1016200	500950	ISC: FLEET MANAGEMENT	2,304.00	2,304.00	1,152.00	0.00	1,152.00	50.00
1016200	502450	CASH SHORT/OVER	0.00	0.00	-0.20	0.00	0.20	0.00
1016200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00
1016200	507745	POOL SLIDE REFURBISHING	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500241	CITY HSA CONTRIBUTION	9,560.00	9,560.00	1,159.03	0.00	8,400.97	12.12
1016200	507760	CAP OUTLAY-LEASES	0.00	0.00	0.00	0.00	0.00	0.00
1016200	509110	LEASE INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
1016200	508110	LEASE PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS			2,057,532.00	2,057,532.00	417,774.38	96,113.54	1,543,644.08	20%

230 GIFT FUND FY25
AS OF
10/3/2024

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2306200	500102	HOURLY/SEASONAL	0.00	0.00	0.00	0.00	0.00	
2306200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	
2306200	500125	TEMPORARY STAFFING	0.00	0.00	0.00	0.00	0.00	
2306200	500225	MEDICARE	0.00	0.00	0.00	0.00	0.00	
2306200	500250	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	
2306200	500309	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	
2306200	500570	CC DOWNTOWN FLOWERS	0.00	0.00	0.00	0.00	0.00	
2306200	500571	FACILITY FFE NON-CAPITAL	0.00	0.00	0.00	0.00	0.00	
2306200	500573	FACILITY FF FRIENDS NON-CAP	0.00	0.00	0.00	0.00	0.00	
2306200	500580	TRAVEL	0.00	0.00	0.00	0.00	0.00	
2306200	500618	COMMUNITY PROGRAMMING	1,000.00	1,000.00	371.81	0.00	628.19	37%
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
2306200	500625	OPERATING SUPPLIES	1,000.00	1,000.00	20.00	0.00	980.00	2%
2306200	500630	CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	500631	YOUTH PROGRAMMING	0.00	0.00	0.00	0.00	0.00	
2306200	500632	NATIONAL LIBRARY WEEK	0.00	0.00	0.00	0.00	0.00	
2306200	500635	NOD \$5 INDIGENT LEGAL SERVICE	0.00	0.00	0.00	0.00	0.00	
2306200	500636	LABORATORY EXPENSES	0.00	0.00	0.00	0.00	0.00	
2306200	500639	MOBILE MAKERSPACE - MATCH	0.00	0.00	0.00	0.00	0.00	
2306200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2,500.00	2,500.00	3,222.12	19,277.88	-20,000.00	129%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	
2306200	500699	UNDESIGNATED AMOUNTS	0.00	0.00	0.00	0.00	0.00	
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	1,000.00	212.37	0.00	787.63	21%
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
2306200	593000	UNRESERVED FUND BALANCE	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
2306200	501240	CAPITAL CITY READS	500.00	500.00	0.00	2,338.50	-1,838.50	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	250.00	0.00	0%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	421.31	0.00	-171.31	169%
TOTALS			12,500.00	12,500.00	4,247.61	21,866.38	-13,613.99	34%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: October 10, 2024



Staffing Updates:

- New Library Assistant Nolan Hicks, started on 09/20/2024.
- New Senior Library Assistant, Kassandra Rice started on 10/06/2024.
- A verbal offer to fill a Senior Library Assistant position has been issued.
- The Circulation Supervisor position is still posted.

Programming and Outreach Events

Special Programs in October:

- **10/3 - Pom Pom Pals Craft Program, 6:30pm-** This program kicks off our seasonal "Pom Pom Pal" crafts where patrons can come quarterly and make a new Pom Pom Pal. For the month of October we are making monsters
- **10/8- Pumpkin Decorating Program, 6:30pm-** Ceramic pumpkins for patrons to paint will be provided but patrons are also welcome to bring their own real pumpkins to decorate.
- **10/11 - Heart Health Information Presentation with Nevada Heart Association, 11:30am.**
- **10/12 - Author Talk With Mary Bell Meyer, 1pm** - Mary will be talking about authors and their experience of writing about their hometowns. She will also be selling copies of her book at this event.
- **10/17 & 10/22 - Off the Shelf Book Club, 5:30pm** - We will be reading books by Stephen King. Patron's Choice.
- **10/19- Reptile Recognition Reptile Show with Ebony & Ivory Reptiles, 1pm** - Registration is required for this Reptile Show and patrons must sign a waiver the day of.
- **10/22 - Book Witch Craft Program, 5:30pm** - Attendees will make a witch from recycled books. Space is limited to 12 attendees total. For patrons 14+.
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- Territory



STAFF REPORT

Report To:

Meeting Date:

October 10, 2024

Staff Contact:

Agenda Title:

FOR DISCUSSION ONLY: Discussion and presentation of administrative reports of Library Director concerning general fund, gift fund, grants, staffing updates, programming and outreach events for September 2024, and updates on Carson City Library administrative activities since the previous reports.

Agenda Action:

Formal Action / Motion

Time Requested:

Proposed Motion

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):

[101 GENERAL BOARD REPORT_OCTOBER_2024.pdf](#)

[230 GIFT FUND REPORT_OCTOBER_2024.pdf](#)

[Library Director Report_10032024.pdf](#)

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

101 GENERAL FUND FY25**AS OF****10/3/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500101	SALARIES	1,017,942.00	1,017,942.00	163,330.37	0.00	854,611.63	16.05
1016200	500102	HOURLY/SEASONAL	60,000.00	60,000.00	12,923.10	0.00	47,076.90	21.54
1016200	500103	ADMINISTRATIVE PAY	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500106	MANAGEMENT LEAVE PAY	0.00	0.00	836.34	0.00	-836.34	0.00
1016200	500107	ANNUAL LEAVE PAYOFF	0.00	0.00	13,748.01	0.00	-13,748.01	0.00
1016200	500108	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500111	OVERTIME	0.00	0.00	192.09	0.00	-192.09	0.00
1016200	500114	F L S A	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500116	HOLIDAY PAY	0.00	0.00	325.68	0.00	-325.68	0.00
1016200	500125	TEMPORARY STAFFING	37,000.00	37,000.00	3,821.94	0.00	33,178.06	10.33
1016200	500225	MEDICARE	15,544.00	15,544.00	2,760.84	0.00	12,783.16	17.76
1016200	500230	RETIREMENT	298,361.00	298,361.00	49,178.77	0.00	249,182.23	16.48
1016200	500240	GROUP INSURANCE	132,964.00	132,964.00	15,233.77	0.00	117,730.23	11.46
1016200	500250	WORKERS' COMPENSATION	31,418.00	31,418.00	5,861.56	0.00	25,556.44	18.66
1016200	500260	EDUCATION INCENTIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
1016200	500271	PHONE ALLOWANCE	960.00	960.00	160.00	0.00	800.00	16.67
1016200	500309	PROFESSIONAL SERVICES	20,000.00	20,000.00	3,741.84	0.00	16,258.16	18.71
1016200	500330	TRAINING	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
1016200	500346	FACILITY CONTRACT	950.00	950.00	0.00	0.00	950.00	0.00
1016200	500349	CONTRACTUAL SERVICES	77,991.00	77,991.00	29,436.02	0.00	48,554.98	37.74
1016200	500430	EQUIPMENT REPAIR & MAINT	890.00	890.00	0.00	0.00	890.00	0.00
1016200	500433	SOFTWARE MAINTENANCE COST	36,073.00	36,073.00	26,889.41	0.00	9,183.59	74.54
1016200	500434	BUILDING REPAIR & MAINT	471.00	471.00	0.00	0.00	471.00	0.00
1016200	500444	OFFICE EQUIPMENT RENTAL	2,575.00	2,575.00	0.00	0.00	2,575.00	0.00
1016200	500540	PUBLICITY/SPECIAL EVENTS	5,640.00	5,640.00	1,286.80	0.00	4,353.20	22.82
1016200	500542	PRINTING/ADVERTISING	5,000.00	5,000.00	391.33	0.00	4,608.67	7.83
1016200	500545	MEMBERSHIP / PUBLICATIONS	1,500.00	1,500.00	442.08	0.00	1,057.92	29.47
1016200	500580	TRAVEL	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
1016200	500601	OFFICE SUPPLIES	8,000.00	8,000.00	1,712.98	0.00	6,287.02	21.41
1016200	500602	POSTAGE/SHIPPING	12,000.00	12,000.00	793.93	0.00	11,206.07	6.62

101 GENERAL FUND FY25**AS OF****10/3/2024**

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
1016200	500625	OPERATING SUPPLIES	22,688.00	22,688.00	5,830.39	0.00	16,857.61	25.70
1016200	500643	JANITORIAL SUPPLIES	4,800.00	4,800.00	2,997.74	0.00	1,802.26	62.45
1016200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	183,340.00	183,340.00	62,995.65	96,113.54	24,230.81	86.78
1016200	500660	VEHICLE FUEL/OIL	420.00	420.00	0.00	0.00	420.00	0.00
1016200	500675	SMALL FURNISHINGS	5,500.00	5,500.00	124.30	0.00	5,375.70	2.26
1016200	500680	GIFTS & DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500710	TELEPHONE	17,411.00	17,411.00	3,656.16	0.00	13,754.84	21.00
1016200	500712	POWER	23,000.00	23,000.00	6,668.94	0.00	16,331.06	29.00
1016200	500713	HEATING	10,730.00	10,730.00	123.51	0.00	10,606.49	1.15
1016200	500950	ISC: FLEET MANAGEMENT	2,304.00	2,304.00	1,152.00	0.00	1,152.00	50.00
1016200	502450	CASH SHORT/OVER	0.00	0.00	-0.20	0.00	0.20	0.00
1016200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00
1016200	507745	POOL SLIDE REFURBISHING	0.00	0.00	0.00	0.00	0.00	0.00
1016200	500241	CITY HSA CONTRIBUTION	9,560.00	9,560.00	1,159.03	0.00	8,400.97	12.12
1016200	507760	CAP OUTLAY-LEASES	0.00	0.00	0.00	0.00	0.00	0.00
1016200	509110	LEASE INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
1016200	508110	LEASE PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS			2,057,532.00	2,057,532.00	417,774.38	96,113.54	1,543,644.08	20%

230 GIFT FUND FY25
AS OF
10/3/2024

Org	Object	Description	Original Budget	Revised Budget	YTD Expenses	Encumbrances	Remaining Budget	% Used
2306200	500102	HOURLY/SEASONAL	0.00	0.00	0.00	0.00	0.00	
2306200	500111	OVERTIME	0.00	0.00	0.00	0.00	0.00	
2306200	500125	TEMPORARY STAFFING	0.00	0.00	0.00	0.00	0.00	
2306200	500225	MEDICARE	0.00	0.00	0.00	0.00	0.00	
2306200	500250	WORKERS' COMPENSATION	0.00	0.00	0.00	0.00	0.00	
2306200	500309	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	
2306200	500570	CC DOWNTOWN FLOWERS	0.00	0.00	0.00	0.00	0.00	
2306200	500571	FACILITY FFE NON-CAPITAL	0.00	0.00	0.00	0.00	0.00	
2306200	500573	FACILITY FF FRIENDS NON-CAP	0.00	0.00	0.00	0.00	0.00	
2306200	500580	TRAVEL	0.00	0.00	0.00	0.00	0.00	
2306200	500618	COMMUNITY PROGRAMMING	1,000.00	1,000.00	371.81	0.00	628.19	37%
2306200	500623	COLLECTION - FOL	1,000.00	1,000.00	0.00	0.00	1,000.00	0%
2306200	500625	OPERATING SUPPLIES	1,000.00	1,000.00	20.00	0.00	980.00	2%
2306200	500630	CUSTODIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	500631	YOUTH PROGRAMMING	0.00	0.00	0.00	0.00	0.00	
2306200	500632	NATIONAL LIBRARY WEEK	0.00	0.00	0.00	0.00	0.00	
2306200	500635	NOD \$5 INDIGENT LEGAL SERVICE	0.00	0.00	0.00	0.00	0.00	
2306200	500636	LABORATORY EXPENSES	0.00	0.00	0.00	0.00	0.00	
2306200	500639	MOBILE MAKERSPACE - MATCH	0.00	0.00	0.00	0.00	0.00	
2306200	500645	BOOKS/ PERIODICALS/ PUBLICATIO	2,500.00	2,500.00	3,222.12	19,277.88	-20,000.00	129%
2306200	500685	OPERATING HARDWARE/SOFTWARE	0.00	0.00	0.00	0.00	0.00	
2306200	500699	UNDESIGNATED AMOUNTS	0.00	0.00	0.00	0.00	0.00	
2306200	501225	GRANT - OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	
2306200	501475	SUMMER LEARNING PROGRAM	1,000.00	1,000.00	212.37	0.00	787.63	21%
2306200	502450	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	
2306200	507743	FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	
2306200	593000	UNRESERVED FUND BALANCE	5,000.00	5,000.00	0.00	0.00	5,000.00	0%
2306200	501240	CAPITAL CITY READS	500.00	500.00	0.00	2,338.50	-1,838.50	0%
2306200	501241	DIGITAL COLLECTION	250.00	250.00	0.00	250.00	0.00	0%
2306200	501242	SUMMER READING PROGRAM FOL	250.00	250.00	421.31	0.00	-171.31	169%
		TOTALS	12,500.00	12,500.00	4,247.61	21,866.38	-13,613.99	34%

Library Director's Report

Library Director: Joy Holt

Library Board of Trustees Meeting: October 10, 2024



Staffing Updates:

- New Library Assistant Nolan Hicks, started on 09/20/2024.
- New Senior Library Assistant, Kassandra Rice started on 10/06/2024.
- A verbal offer to fill a Senior Library Assistant position has been issued.
- The Circulation Supervisor position is still posted.

Programming and Outreach Events

Special Programs in October:

- **10/3 - Pom Pom Pals Craft Program, 6:30pm-** This program kicks off our seasonal "Pom Pom Pal" crafts where patrons can come quarterly and make a new Pom Pom Pal. For the month of October we are making monsters
- **10/8- Pumpkin Decorating Program, 6:30pm-** Ceramic pumpkins for patrons to paint will be provided but patrons are also welcome to bring their own real pumpkins to decorate.
- **10/11 - Heart Health Information Presentation with Nevada Heart Association, 11:30am.**
- **10/12 - Author Talk With Mary Bell Meyer, 1pm** - Mary will be talking about authors and their experience of writing about their hometowns. She will also be selling copies of her book at this event.
- **10/17 & 10/22 - Off the Shelf Book Club, 5:30pm** - We will be reading books by Stephen King. Patron's Choice.
- **10/19- Reptile Recognition Reptile Show with Ebony & Ivory Reptiles, 1pm** - Registration is required for this Reptile Show and patrons must sign a waiver the day of.
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